

Department of Technology Services

JOB OPPORTUNITY

Staff Services Analyst (General)

Administration Division / Financial Management Branch / Invoice Auditing & Billing Unit

The Department of Technology Services has a permanent full-time opening for a Staff Services Analyst. The position is located in the Division of Administration, Financial Management Branch, Invoice Auditing & Billing Unit. The position is located in Rancho Cordova with free parking available.

Responsibilities and duties of the position will include but are not limited to the following:

- Performs all functions related to the billing, systems maintenance, development and analysis of the dedicated resources billing system (mainframe ADABAS database).
- Review, analyze and make recommendations on the consolidation of disparate billing systems.
- Participates in team meetings to ensure the ongoing accuracy and timeliness of the department's billing system.
- Complex analysis of the current use and potential opportunities for expansion of the system capabilities.
- Identify, analyze, and resolve complex billing problems and errors.
- Audit and approve vendor invoices against contractual obligations.

Desirable Qualities and Qualifications:

- Knowledge and experience in database updating, analysis, and invoice auditing.
- Flexible and able to work in changing environment
- Ability to work well with customers.
- Excellent written and oral communication skills.
- A self-starter able to work independently and under deadline pressures.
- Quick learner, responsible and excellent attendance.

Applications will be screened based on experience and desirable qualifications and only the most qualified will be scheduled for an interview. Applicants currently in the classification of a Staff Services Analyst or those with transfer eligibility to the classification level will be considered. SROA and surplus employees are also encouraged to apply. **Interested applicants may submit a standard State application form by June 5, 2006 or until the position is filled to:**

**Department of Technology Services
Attention: Christina Rosa-Robinson/RPA 05-175
P.O. Box 1810, IMS F-14
Rancho Cordova, CA 95741-1810**

APPLICANTS SHOULD INDICATE "RPA NO. 05-175" UNDER JOB TITLE ON APPLICATION.